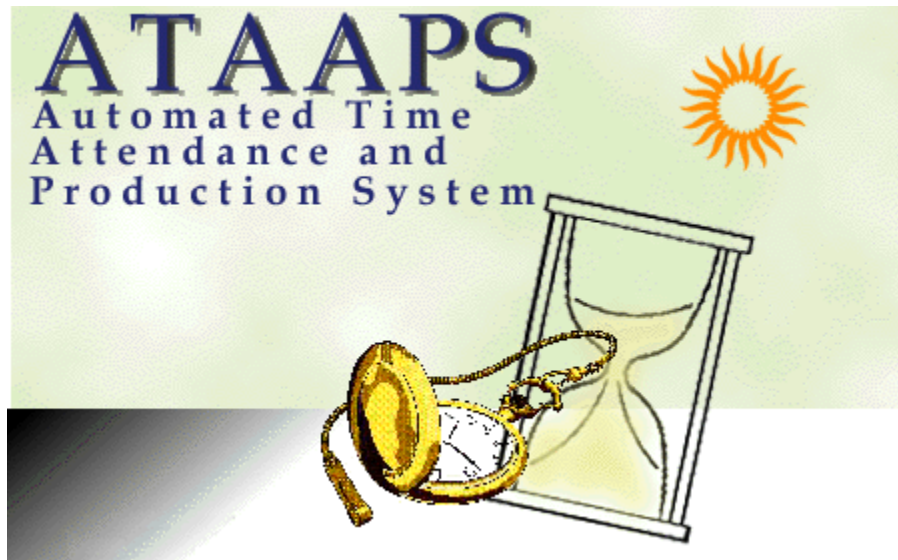# U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)

ATAAPS Desk Guide – Team & Roster Management

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Energy Finance and Accounting Service Center

March 2008

♦ Team Management is used for:
  ♦ Creation of new team within Work Center.
  ♦ Closing a team.
  ♦ Re-opening a closed Team.
  ♦ Changing or adding Timekeepers.
  ♦ Adding existing employees to new or existing team.
  ♦ Removing existing employees from currently assigned team.
    ♦ The employees are closed to their existing team when moved to a new team.
    ♦ The close date is calculated as one day prior to the open date to the new team.
♦ To access Team Management, click the hyperlink under the Administration section.
  ♦ User must be granted security access by the Database Administrator.

ATAAPS Menu

Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
Labor/Leave Review	Personnel Management	OP Code	Labor Interface
Timekeeper Review	Roster Management	Work Center	Leave Interface
Default Labor	Team Management		Defaults/Favorites Maintenance
	Employee Reopen		Change UIC - 1SMRD1
	Database		Change Password

♦ To add a new team, click the Add button.

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Employee Information

Logged In As: ERHART-D1-D1, BARBARA   UIC: DBMSD1

Team: ORG40 - Fuel Cell Branch-D1   [▼] [Team]

Work Center: ORG40 - ORG40 - Fuel Cell Branch-D1   View Closed Teams

Properties   Employees   TimeKeepers

Team Information

Description: ORG40 - Fuel Cell Branch-D1

Open Date: 📅 05/09/1999

Close Date:

Pass To Accounting: ☑

Live Open Date: 📅 05/09/1999

Live Close Date: 📅

[Add] [Save] [Refresh]

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- ♦ Type in the Team Description.
- ♦ Select the Team Open Date using the calendar icon.
- ♦ Check Pass to Accounting box ONLY if ATAAPS creates accounting Interface file to your accounting system.
    - ♦ Select Live Open Date using the calendar icon.
    - ♦ This date will be the first day that labor exists to be passed to accounting.
    - ♦ If no file is to be passed, then do NOT select Live Open Date.
- ♦ Select associated Work Center from drop down list.
- ♦ Select Timekeeper.
- ♦ To select multiple timekeepers (primary and alternates) hold down the control key and then click on each Timekeeper's name. Each selection will remain highlighted.
- ♦ Click Save.
- ♦ Refer to the Help hyperlink for step by step instructions.

Employee Information

Logged In As: ERHART-D1-D1, BARBARA UIC: DBMSD1

Team Properties

*Description: Region 3

*Open Date: 📅 07/25/2004

Pass To Accounting: ☑

Live Open Date: 📅 08/22/2004

Live Close Date: 📅

*Work Center: ORG41 - ORG41 - Fuel Cell Disassemb-D1 ▼

*Timekeeper:
CARR-D1-D1, JONATHAN
DANLEY-D1, STANLEY
DANLEY-D2, STANLEY
ERHART-D1-D1, BARBARA
FRIER-D1-D1, WAYNE
GORMAN-D1-D1, LINDA G
GRILL-D1-D1, LESLIE
KANGAROO-D1, CAPTAIN
LENOX-D1-D1, PAUL
MCCRACKEN-D1, NICCOLIS

* Required Field

Save | Cancel

♦ To assign employees to a team, select the Team from the drop down (if different from the displayed Team and then click the Team button.
♦ After desired team is displayed, click the Assign button.

Employee Information

Logged In As: ERHART-D1-D1, BARBARA   UIC: DBMSD1

Team: Region 3

Work Center: ORG41 - ORG41 - Fuel Cell Disassemb-D1   View Closed Teams

[Team]

Properties Employees TimeKeepers

Assigned Employees

Delete	Open Date	Close Date	Name

[Assign]

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♦ Select from drop down the Pay Period that the team assignment will begin if different from current pay period then click Pay Period button.

Employee Information

Logged In As: ERHART-D1-D1, BARBARA UIC: DBMSD1

Team: Region 3   Open Date: 07/25/2004

Begin Pay Period: 2004-Aug-08   [ ] << >> [PayPeriod]

Assigned Teams

Assign	Name	Ssn	Team Description	Open Date
☐	AAS 02-3 X0266,QUERY ALTCERTONLY-D1	*** ** 0003	TEAM WKC30 - QUERY XQT TEAM-D1	07/28/2002
☐	AAS 02-3 X0266,QUERY SUPV ONLY-D1	*** ** 0001	TEAM WKC30 - QUERY XQT TEAM-D1	07/28/2002
☐	ACAREPORT-D1-D1 LV&COMP CONCURD	*** ** 1001	TEAM WKC38XX CERT RPT 00-1-D1	03/26/2000
☐	ACTIVENTRI-D1-D1 ,SOLO	*** ** 1010	TEAMD71-D1	05/19/2002
☐	ADAMS-D1 ,KATLIN	*** ** 1111	Gliding-D1	07/30/2000
☐	ADAMS-D1-D1 ,BART	*** ** 3054	TEAMD74-D1	01/02/2000
☐	ADAMS-D1-D1 ,BILL	*** ** 2222	ORG20 - Painting Dept-D1	08/29/1999
☐	ADAMS-D1-D1 ,DARRYL	*** ** 3007	TEAMD71-D1	01/02/2000
☐	ADAMS-D1-D1 ,DONALD	*** ** 4444	ORG41 - Fuel Cell Disassemb-D1	05/09/1999
☐	ADAMS-D1-D1 ,SAMUEL	*** ** 4444	ORG45 - Fuel Cell Mfg-D1	08/29/1999
☐	ADDED01 ,MANUALLY	*** ** 1211	Van's Temporary Team	05/05/2002

♦ Assign the employee(s) by clicking in the box next to their name(s).
♦ The web application will NOT perform automatic labor deletions or automatic closures of defaults/favorites (when the teams are assigned to different work centers) to facilitate employee team and/or roster assignments. These situations will have to be resolved manually. Therefore, employees with the following conditions will NOT be valid for selection (will NOT appear on the selection list) when assigning employees to a team or roster. Reasons for employees not displaying in list are as follows:
  ♦ The employee has been closed in Personnel Management.
  ♦ Employees with a reporting work center that is the same as the work center for the team to which the employee is being moved.
  ♦ Employees with team assignment future to the Effective Date of Assignment selected.
  ♦ Employees with current or future pay period labor.
  ♦ Employees with defaults or favorites in effect for current or future pay periods.
♦ Click Save.
♦ Note the Roster assignment warning.
  ♦ If the Certifying Official will change, then the roster assignment must be changed.
  ♦ This is addressed in the next section.

☐	BROCK-D1,PETER	*** ** 1111	Not AWS-D1	05/09/1999
☑	BROWN-D1-D1,ANDREA	*** ** 4444	ORG45 - Fuel Cell Mfg-D1	08/29/1999
☐	BROWN-D1-D1,SALLY	*** ** 3004	TEAMD71-D1	01/02/2000
☐	BUBREPORT-D1-D1,LV&COMP NOT CONCURD	*** ** 1009	TEAM WKC38XX UCRT RPT 00-1-D1	03/26/2000
☑	BURRIS-D1-D1,KELLY	*** ** 4444	ORG44 - Fuel Cell Reassembl-D1	05/09/1999
☐	BURRIS-D1-D1,KURT	*** ** 2004	TEAMD71-D1	01/02/2000

♦ To add another Timekeeper, click assign.
  ♦ To delete a Timekeeper, click the X under Delete.

Properties   Employees   TimeKeepers

Timekeepers

Delete	Name	UIC
(X)	ERHART-D1-D1, BARBARA	DBMSD1
(X)	KANGAROO-D1, CAPTAIN	DBMSD1
(X)	MCCRACKEN-D1, NICCOLIS	DBMSD1

Assign

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♦ To re-open a team, click View Closed Teams link.

Employee Information

Logged In As: ERHART-D1-D1 , BARBARA   UIC: DBMSD1

Team: ORG40 - Fuel Cell Branch-D1   [▼] [Team]

Work Center: ORG40 - ORG40 - Fuel Cell Branch-D1   View Closed Teams

♦ Select the desired Team from the drop down

Employee Information

Logged In As: ERHART-D1-D1 , BARBARA   UIC: DBMSD1

Team: Airforce 1   [▼] [Team]

Work Center: WKC30 - AAS WKC30 EDUCATIONXXXXXXXX-D1   View Open Teams

Properties   Employees   TimeKeepers

Team Information

Description: Airforce 1

Open Date: 🗓 05/06/2001

Close Date: 🗓 05/06/2001

Pass To Accounting: ☑

Live Open Date: 🗓 05/06/2001

Live Close Date: 🗓 05/06/2001

[Add] [Delete] [Save] [Refresh]

♦ Click the Close Date calendar icon.
♦ Click Clear Date

ATAAPS Calendar

April 2001							May 2001							June 2001						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Prev   Next   Clear Date   Cancel

♦ Click Live Close Date.
♦ Clear Date.
♦ Click Live Open date and set to date when team will report live to the accounting system.
♦ Click Save.
♦ Click View Open Team and make employee and timekeeper assignments.

Properties   Employees   TimeKeepers

Team Information

Description: Airforce 1

Open Date: 📅 05/06/2001

Close Date: 📅

Pass To Accounting: ☑

Live Open Date: 📅 08/22/2004

Live Close Date: 📅

Add | Delete | Save | Refresh

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♦ The purpose of Roster Management is to:
  ♦ Add a new roster.
  ♦ Re-open a closed roster
  ♦ Assign employees to a roster.
  ♦ Assign or change Primary or Alternate Certifiers.
  ♦ Remove employees from their currently assigned roster.
    ♦ The employees are closed to their existing roster when moved to a new roster.
    ♦ The close date is calculated as one day prior to the open date to the new roster.
♦ To access Roster Management, click the hyperlink under the Administration section.
  ♦ User must be granted security access by the Database Administrator.

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Default Labor	Team Management		Defaults/Favorites Maintenance
	Employee Reopen		Change UIC - 1SMRD1
	Database		Change Password

♦ To add a new Roster, click the Add button.

Employee Information

Logged In As: ERHART-D1-D1, BARBARA UIC: DBMSD1

Roster Properties

*Description: Region 3
*Open Date: 07/25/2004
Reports To Payroll: ✓
Live Open Date: 08/08/2004
Live Close Date:
*Primary Certifier: ERHART-D1-D1, BARBARA

Alternate Certifier:
CARR-D1-D1, JAMES
DANLEY-D1, STANLEY
DANLEY-D2, STANLEY
ERHART-D1-D1, BARBARA
GORMAN-D1-D1, LINDA G
GRILL-D1-D1, LESLIE
LARKIN-D1-D1, CHARLES
LENOX-D1-D1, PAUL
MEACHAM-D1-D1, VERA
MOORE-D1-D1, CAROL

* Required Field
Save Cancel

♦ Type in the new roster description
♦ Enter the Open Date using the calendar icon.
 ♦ This allows employees to be assigned to the roster per the specified date.
 ♦ This date is restricted to a pay period begin date.
♦ Check the Reports to Payroll box if this roster is to be paid by DCPS.
♦ Enter the Live Open Date using the calendar icon.
 ♦ This is the first date that the labor will be sent to DCPS for payroll processing.
 ♦ This date cannot be earlier than the Open Date.
♦ Leave the Close Date blank, unless the roster will be closing, then enter the end date.
♦ Select the Primary Certifier from the drop down list.
♦ Select the Alternate certifier(s).
 ♦ Primary and Alternate certifiers can NOT be the same person.
 ♦ To select multiple alternate certifiers hold down the control key and then click on each certifier's name. Each selection will remain highlighted.
♦ Click Save.
♦ Refer to the Help hyperlink for step by step instructions.

♦ Click the Employee hyperlink
♦ Click the Assign button to add employee(s) to the roster.

Employee Information

Logged In As: ERHART-D1-D1, BARBARA UIC: DBMSD1

Roster: Region 3   [▼]   [Roster]

View Closed Rosters

Properties   Employees   Certifiers

Assigned Employees

Delete	Open Date	Close Date	Name

[Assign]

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♦ Select the Pay Period begin date from the Drop down list if different than current pay period and click Pay Period button.
  ♦ This will be the pay period begin date that employee will be assigned to this roster.
♦ Select employee(s) by placing a check mark in the box next to their name.
  ♦ Reasons for employees not appearing are the same as Team Selection. Refer back to that section.
♦ Click Save.

Employee Information

Logged In As: ERHART-D1-D1, BARBARA UIC: DBMSD1

Roster: Region 3   Open Date: 07/25/2004

Begin Pay Period: 2004-Aug-08   [▼] [<<] [>>] [PayPeriod]

Assigned Employees

Assign	Name	Ssn	Roster Description	Open Date
☐	AAS 02-3 X0266,QUERY ALTCERTONLY-D1	*** ** 0003	AAS ROSTER#7 02-3 QUERY-D1	07/28/2002
☐	AAS 02-3 X0266,QUERY SUPV ONLY-D1	*** ** 0001	AAS ROSTER#7 02-3 QUERY-D1	07/28/2002
☐	ACAREPORT-D1-D1,LV&COMP CONCURD	*** ** 1001	AAS ROSTER#6 RPT & multisda-D1	03/26/2000
☐	ACTIVENTRI-D1-D1,SOLO	*** ** 1010	ROSTRD71-D1	05/19/2002
☐	ADAMS-D1,KATLIN	*** ** 1111	PE-D1	05/09/1999

♦ The Primary certifier has a check mark under Primary.
  ♦ To change the Primary, click the Assign Primary button.

♦ Select the new Primary and click Save.
♦ Notice the original primary is now an Alternate.
♦ To delete an alternate, click the X under Delete.

♦ To re-open a roster, click View Closed Roster link.

♦ Select desired Roster from drop down

- ♦ Click on the Close Date Calendar icon.
- ♦ Then click Clear Date.

- ♦ Click Save.
- ♦ Click View Open Rosters.
- ♦ Check box for Reports to Payroll, if labor should be on SDA to DCPS.
  - ♦ If checked, set Live Open Date using the calendar icon.
- ♦ Make employee and Certifier assignments.

Properties   Employees   Certifiers

Roster Information

Description: ORG32-D1
Open Date: [12] 05/09/1999
Close Date: [12]
Reports To Payroll: ☐
Live Open Date: [12]
Live Close Date:

Add | Delete | Save | Refresh

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